

SCHOOL ALLIANCE INSURANCE FUND

BOARD OF TRUSTEES' MEETING MINUTES

May 26, 2016

I. Call to Order – Steffi-Jo DeCasas, Chairperson

The meeting was called to order at 11:26 a.m. by Chairperson DeCasas.

II. Open Public Meetings Statement – Steffi-Jo DeCasas, Chairperson

The Open Public Meetings Act was read by Chairperson DeCasas.

III. Roll Call

Board of Trustees

		<u>Attendance</u>
Thomas Egan	Cinnaminson Board of Education	Present
Daniel Michaud	Edison Board of Education	Present
William Sabo @ 11:35 am	Franklin Borough Board of Education	Present
Gail Woickowski	Hackettstown Board of Education	Absent
Margaret Conroy	Mt. Olive Board of Education	Absent
Pat Austin	Pemberton Township Board of Education	Present
Bill Bauer	Phillipsburg Board of Education	Absent
Steffi-Jo DeCasas	Readington Board of Education	Present
Steve Terhune	Southern Regional Board of Education	Absent
Donna Snyder	Newton Board of Education	Present

Board of Trustees - Alternates

Julia Perez	Leonia Board of Education	Absent
Lynn Coates	Manasquan Board of Education	Absent
Staci Horne	Phillipsburg Board of Education	Absent

Fund Commissioners Present

Patricia Martucci	Delaware Township Board of Education
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Also Present

Chuck Hartsoe	PEGAS
Barbara Murphy	PEGAS/Risk & Loss Managers, Inc.
Craig Klein	
Robert Granata	Highland Claim Services
Mike Niznik	Partnership Safety Consultants
Stephen McNamara	Qual-Lynx
M. Paige Berry	Saul Ewing LLP
Stowell Fulton	Atlantic Associates
Ron Wolfe	AJ Gallagher/Morville
Jay Lawton	AJ Gallagher/GR Murray
Danielle Matheson	Brown & Brown
Shannon Balken	Balken Risk Management Services
John Latimer	The Barclay Group
Bill Dittman	
Michael McCarthy	
Lee Nestel	CBIZ Insurance Services, Inc.
Steve Walsh	EJA/Capacity Ins. Agency LLC

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Helen Goodwin	Hardenbergh Insurance Group
Charlotte Wendland	Henry O'Baker Insurance
Joe Ognibene	Public Risk Group
Michael Sabbagh	Richland Knowles Agency
John Daly	Scirocco Financial Group
Jim Malkiewicz	Van Dyk Group
Mike McGrath	
Peter Tarricone	Wells Fargo Ins. Services

IV. Introduction of Guests

There were no introductions.

V. Minutes

A. **Approval of the March 24, 2016 Board of Trustees' Open Meeting Minutes**

Motion to approve the March 24, 2016 Board of Trustees' Open Meeting Minutes.

Moved: Thomas Egan

Seconded: Pat Austin

Vote: Approved: Unanimous Nay: Abstain:

VI. Reports

A. **Chairperson – Steffi-Jo DeCasas**

1. Appointment of the nominating committee.

The Chairperson appointed the following to the nominating committee: William Sabo, Gail Woicekowski and Steve Terhune.

B. **Safety and Education Advisory Committee – Chuck Hartsoe**

Chuck Hartsoe reported the proposed 2016/2017 SIP program was updated to reflect additional training modules required for the SafeSchools portion of the program.

Motion to approve the SIP Program for the 2016/2017 fund year.

Moved: Pat Austin

Seconded: Tom Egan

Vote: Approved: Unanimous Nay:

C. **Secretary – Gail Woicekowski**

There was no report.

D. **Attorney's Report – Saul Ewing LLP - M. Paige Berry**

The fund attorney stated the report was included in the agenda packet. Paige also reported that a Labor and Employment Practice alert that addresses new electronic reporting requirements was also included.

E. **Treasurer's Report – Barbara Murphy**

The Administrator presented the Treasurer's Report and Bill List.

1. **Approval of the Treasurer's Report and Bill List for all fund years.**

Motion to approve the Treasurer's Report for all Fund Years and the Bill List for all fund years totaling \$3,168,775.56.

Moved: Thomas Egan

Seconded: Donna Snyder

Vote: Approved: Unanimous Nay:

Motion to approve the Bill List for all fund years totaling \$3,168,775.56.

Moved: Pat Austin

Seconded: Thomas Egan

Vote: Approved: Unanimous Nay:

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F. Administrator - Public Entity Group Administrative Services – Chuck Hartsoe

1. Summary of Topics Memorandum - (included in the agenda packet)

a. 2016/2017 New Business Submissions

The administrator stated that the list of new business submissions was included in the agenda packet. The Trustees were requested to approve all applications contingent upon each applicant accepting the SAIF assessment and meeting the Fund's underwriting/loss control criteria.

Motion to approve all applicants contingent upon each applicant accepting their SAIF assessments and meeting SAIF's underwriting/loss control criteria.

Moved: Donna Snyder

Seconded: Thomas Egan

Vote: Approved: Unanimous Nay:

b. 2016/2017 Meeting Schedule

As per the meeting schedule included in the agenda packet.

c. 2015/2016 Fund Year Safety Incentive Program

The administrator noted that documentation with respect to the final quarter must be forwarded prior to 6/30/16 in order to qualify for the 2015/2016 fund year tier #1 safety incentive program award.

d. Outstanding Documents

e. MEL Safety Institute

f. SafeSchools Online Training

g. HR Helpline

h. NJ Motor Vehicle Commission (CAIR)

2. Assessments

Chuck Hartsoe gave a PowerPoint presentation and discussed the following enhancements to the 2016/2017 SAIF program: Increase in the property loss per occurrence limit to \$500MM; increase in the medical payment coverage to \$10,000; increased limits of up to \$20MM available for armed security guard coverage; optional individual member higher limits for Cyber Liability coverage and for the 2016/2017 fund year. Chuck also reported the School Leaders Professional Liability program for the 1617 fund year did not have any changes proposed in coverage or individual member retentions.

G. Loss Control Specialist – Partnership Safety Consultants

Mike Niznik stated his report was included in the agenda packet. Mike also distributed information on Hazard Communication and Safety Tips for summer employment.

H. Managed Care Organization – Qual-Lynx

Steve McNamara reviewed the report detailing the medical savings by month and lost time versus medical only cases.

I. Claims Servicing Organization – Highland Claim Services, Inc.

There was no report.

VII. Closed Session

Motion to adjourn to Closed session.

Moved: William Sabo

Seconded: Thomas Egan

Vote: Approved: Unanimous Nay:

Open session adjourned at 12:28 a.m.

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Motion to resume Open Session.

Moved: William Sabo

Seconded: Dan Michaud

Vote: Approved: Unanimous Nay:

Open Session resumed at 12:43 p.m.

VIII. Open Session Resumes

Motion to approve payment authorization requests presented in closed session.

Moved: Thomas Egan

Seconded: William Sabo

Vote: Approved: Unanimous Nay:

IX. Old Business

There was no old business.

X. New Business

A. *Motion* to Introduce the 2016/2017 Fund Year Budget and certify the Assessments.

Moved: Thomas Egan

Seconded: William Sabo

Vote: Approved: Unanimous Nay:

B. *Motion* to Open the Public Hearing on the 2015/2016 fund year Budget Revision #2.

Moved: William Sabo

Seconded: Thomas Egan

Vote: Approved: Unanimous Nay:

It was noted there were adjustments made with respects to member's assessments which necessitated the revision.

C. *Motion* to Close the Public Hearing and Adopt the 2015/2016 fund year Budget Revision #2.

Moved: Thomas Egan

Seconded: William Sabo

Vote: Approved: Unanimous Nay:

D. *Motion* to Introduce the 2015/2016 fund year Budget Revision #3.

Moved: Thomas Egan

Seconded: William Sabo

Vote: Approved: Unanimous Nay:

It was noted there were adjustments made with respects to member exposures and assessments which necessitated the revision.

E. *Motion* to approve Resolution 15-19 Adopting the Amended Risk Management Plan for the 2016/2017 fund year.

Moved: Thomas Egan

Seconded: Pat Austin

Vote: Approved: Unanimous Nay:

XI. Public Comment

There was no public comment.

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XII. Claims Sub-Committee Report

A. Ratification of the Claims Sub-Committee's April 11, 2016 and May 9, 2016 Meeting Minutes.

Motion to ratify the Claim Sub-Committee's April 11, 2016 and May 9, 2016 Meeting Minutes.

Moved: Pat Austin

Seconded: Thomas Egan

Vote: Approved: Unanimous Nay:

XIII. Adjournment

Motion to adjourn the meeting.

Moved: Thomas Egan

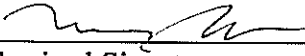
Seconded: Pat Austin

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 12:57 p.m.

The next meeting will be held at 12:00 p.m. at the **Sheraton Atlantic City Convention Center Hotel on Wednesday, October 26, 2016.**

Respectfully Submitted,



Authorized Signature